

When non-exempt employees forget to punch, or punch in early or late, their pay may be impacted. Therefore, it is the manager's responsibility to resolve any discrepancies to ensure that employees are paid correctly. In addition, unresolved missing punches may delay payroll processing. The Exceptions widget allows you to recognize and resolve the most common types of exceptions.

In the **Exceptions Summary** view, the widget displays a list of your employees for the time period and HyperFind selected at the top of the widget. It organizes the employee exceptions by type. The exception types displayed include missed punches, punch exceptions (such as late or early), lunch exceptions (short or long), unexcused or unscheduled hours, and holiday skipped.

Exception Type	Description
Missed Punch	The employee did not punch in or out either for lunch or at the end of the day. In other words, their punch is missing.
Punch Exceptions	Employee punched in or out early or late, based on their schedule.
Lunch Exceptions	Employee took a long or short lunch break.
Unexcused/Unsched	Unexcused - Employee is scheduled to work but did not punch in at all. Unscheduled - Employee punched in but is not scheduled to work.
Holiday Skipped	Non-exempt employee who did not work the scheduled day before and scheduled day after a holiday.
Totals	The sum of the totals in all exception columns. The overall totals are at the bottom of the page.

# Exceptions Widget - Manager

## View Timecards by Exception Type

To access the timecards by exception type, select the employee(s), open the **View Exceptions** icon and select the exception type.

Exceptions Summary

Loaded 2:51 PM Previous Pay Period AL-All Home and Transfe... Edit

Select All Rows Column Selection View Filter Timekeeping Schedule Refresh Share Go To

Name	Missed Punch	Punch Exceptions	Lunch Exceptions	Unexcused / Unshed	Holiday Skipped	Totals
Stamp1, SandyA				12		12
Punch1, PennyA		2	1			5
Manager1, JuniorA		2				2
Newby1, NeilA						0
Exempt1, EdwardA						0

The timecards of those employees with this exception will display. In this example, Missed Punch was selected. When the exception applies to more than one employee, the names will display in the drop-down list on the left side of the page. The **Search** field will allow a search for an employee name, or the employee name may be selected from the list. There is also a scroll bar to the right of this field to allow scrolling between employee timecards.

Timecards

Punch1, PennyA 1 of 2 10201 Showing Only Days with Exceptions Loaded: 12:45 PM Previous Pay Period 2 Employee(s) Selected

Search Punch1, PennyA Manager1, JuniorA

Print Timecard Refresh Calculate Totals Save Go To

Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
Fri 7/03	4th Day of...	8:00								8:00	24:00	
Mon 7/06			8:00AM	8:02AM			12:00PM					8:00AM-5:00PM
			1:00PM	5:00PM					8:00	8:00	32:00	
Mon 7/13			8:00AM	8:02AM			12:00PM					8:00AM-5:00PM
			1:00PM	5:00PM					8:00	8:00	72:00	
Tue 7/14			9:00AM	1:00PM		2:00PM	6:00PM		8:00	8:00	80:00	8:00AM-5:00PM
Wed 7/15			8:00AM	12:00PM		12:30PM	5:00PM		8:30	8:30	88:30	8:00AM-5:00PM

Edit the timecards as needed and **Save** each timecard.

Once the exceptions have been corrected, return to the Exceptions Summary page, click the **Refresh** button and the number of exceptions will be updated. In the example below, there are no longer any missing punch exceptions.

Exceptions Summary

Loaded 3:04 PM Previous Pay Period AL-All Home and Transfe... Edit

Select All Rows Column Selection View Exceptions Filter Timekeeping Schedule Refresh Share Go To

Name	Missed Punch	Punch Exceptions	Lunch Exceptions	Unexcused / Unshed	Holiday Skipped	Totals
Stamp1, SandyA				12		12
Punch1, PennyA		2	1			3
Manager1, JuniorA		2				2
Newby1, NeilA						0
Exempt1, EdwardA						0